

Oak Lodge School

Admissions Policy

Statutory

Admissions Criteria

Oak Lodge is a maintained special school for pupils aged 10 -19 based in Wandsworth. Oak Lodge School offers day and residential places for pupils aged 10 to 19 with a diagnosed Deaf / hearing-impairment, Speech, Language and Communication Needs (SLCN) who benefit from being educated in an inclusive multi-modal communication environment.

Many of our pupils have Special Educational Need / Disabilities (SEND) in addition to e.g. ASD, physical difficulties, visual impairment, Social, Emotional and Mental Health (SEMH), etc. and may require a differentiated curriculum, therapies, and more intensive support to facilitate their learning.

The school continues to strive to meet the full potential of each student's language and communication, using a student-centered multi-modal approach to language development which includes BSL, Sign Supported English (SSE), spoken English, written English, Alternative and Augmentative Communication devices (AAC).

All pupils are admitted following individual assessment, in line with Oak Lodge's Admissions Policy. Once assessed, a report is prepared on the prospective pupil and a decision is taken by the Senior Leadership Team based on the information provided by the Assessment Team.

If a pupil is accepted, information from the assessment, home visit and consultation pack is shared with the wider staff team in the form of a presentation and pupil profile sheet.

Admissions Policy

A pupil/student may be admitted to Oak Lodge School:

1. When the child has an Education, Health and Care Plan (EHCP) in which Oak Lodge School is named.
2. When the referring Authority, the Local Authority (Wandsworth), parents/Carers and school are all agreed that the child's needs are such that action should be taken to move the child/Young Person to Oak Lodge School for pupils who are diagnosed a medically Deaf and/or have an identified Speech Language and Communication Disorder or Need.
3. As an emergency or provisional placement where, for example, a child/Young Person who meets the admissions criteria, and therefore warrants an EHCP, arrives unexpectedly in Wandsworth.

Consultation with parents and school before naming Oak Lodge School:

1. Before Oak Lodge School is named in an EHCP, the Authority will consult with the parents/Carers of the child concerned, and then begin the consultation process by contacting the Admissions Coordinator or the Head Teacher.
2. Where the parents/Carers of the Child/Young Person concerned have expressed a preference for Oak Lodge School as the school in which they wish education to be provided for the child, Oak Lodge School will try to offer a place to the child unless:
 - Oak Lodge School is unsuitable to the Child /Young Person's age, ability or aptitude, or to his/her special educational needs;
 - The attendance of the child at Oak Lodge School would be incompatible with the provision of efficient education for the children with whom he/she would be educated;
 - The admission would necessitate an efficient use of resources

3. Where an application is made for a place, and there is a place available within the school as a whole, the following criteria will be applied in order of priority in deciding whether a place is able to be offered:
 - There is room within the class/year group that the child is in and adding another child to this group will not adversely affect the provision of efficient education for the children with whom he/she would be educated or the efficient use of resources;
 - Offering this child a place will maintain a positive balance between the types of SEN within the year group and school ;
 - The child lives in Wandsworth and Oak Lodge is the nearest school that will meet the child's needs
4. If a residential place is requested, the pupil will need to be assessed within the residential provision also and this will be negotiated with the Referring Authority.
5. Once Oak Lodge School has been named in the EHCP, the school has a statutory duty to admit the Child/Young Person.

If the school and the Local and/or Referring Authority do not agree, then each party can complain to the Secretary of State for Education. Consideration would be given to (2) and (3) above, the terms of the approval of the school, and the number in the particular year group or teaching group and classroom arrangements at Oak Lodge School.

Reviewed and Updated: Annually

Approved by Governors: Pupil Progress and Welfare meeting – Spring term 2018

Next Review Date: January 2019

Appendix 1

Admissions Process Flow Chart

Referring Local Authority (LA) or Parents/Carers contact Oak Lodge School



Non-prejudicial visit to school by Parents/Carers (with or without student)



Parents/Carers request a place at Oak Lodge School – (advised to contact their LA if they are unaware that the visit has taken place)



LA request consideration/offer of a place and send student's Statement of SEN or EHCP to school with a letter detailing the timescale of the consultation



Pupil/student undergoes in-house assessment with the multi-disciplinary team (this may be for one morning or take place over several days). For residential pupils, a trial night or period will be negotiated.



Home visit (and visit to existing school/setting undertaken in some cases)



Pupil/student offered a place at Oak Lodge School or declined place (end of process)



Start date agreed – this may be delayed if medical or other needs require more time e.g. staff training, etc. Oak Lodge School staff are provided with key information.



Pupil/student starts school